

Employee Job Task Analysis (EJTA)

Educational Briefing

EJTA and Occupational Medicine

EJTA		6/23/2014	
Resp. Co.:	HID:	Name:	Status:
EJTAID:			
HR Manager Name:		Prime Contractor:	
Org Code:		Level 2 Subcontractor:	
Tracking Code:		Level 3 Subcontractor:	
Job Title:		Primary Area:	
COCS:		Other Area Info:	
Occupation:		Shift:	
		Other Shift Info:	
		Admin. Employer:	
Signatures			
Name:		Date:	
Manager			
Industrial Hygienist			
Employee			
Creation Date:			
Send To Medical Date:			
Effective Date:			
Essential Functions			
1:			
2:			
3:			
4:			
5:			
6:			
7:			
8:			
Comments:			

EJTA Educational Briefing

Information contained in the following slides is designed to provide continuing education related to EJTA's and the EJTA process to all employees (contractors and subcontractors) regardless of position (manager, employee, safety professional, industrial hygiene).

The EJTA Process applies to all employees (including subcontractors) while performing work at the Hanford Site.

This information must be supplemented with contractor specific training (where applicable) and contractor policies/procedures related to occupational medical qualifications and the use of the EJTA.

- ◆ According to 10 CFR 851 Worker Safety and Health, contractors must establish and provide comprehensive occupational medical services to workers who:
 - Work on a DOE site for more than 30 days in a 12-month period; **or**
 - Are enrolled for any length of time in a medical or exposure monitoring program required by 10 CFR 851 and/or any other applicable Federal, State or local regulation, or other obligation.
- ◆ The Employee Job Task Analysis (EJTA) is a process and application that serves to ensure compliance with 10 CFR 851 Worker Safety and Health requirements.
 - These requirements pertain to the communication of employee job task and hazard analysis information from Hanford Contractors and Subcontractors to the Hanford Site Occupational Medical Contractor (SOMC).
- ◆ The EJTA application and resulting EJTA “form” is the communication avenue providing the SOMC with the annually updated information necessary to ensure the Hanford workforce are enrolled into the appropriate medical exams based on job requirements, hazards, exposures, and overall risk associated with their assigned work scope.

Content Overview

- ◆ EJTA and Occupational Medicine
- ◆ Who this educational briefing applies to
- ◆ What the EJTA Is and is Not
- ◆ Rights and Responsibilities
- ◆ Things to Keep in Mind
- ◆ When EJTA's must be Complete
- ◆ Gaining Access to the EJTA application
- ◆ Starting/Opening the EJTA application
- ◆ Status – an EJTA application term
- ◆ Sections of the EJTA Questionnaire
- ◆ Creating, editing, updating, submitting, terminating EJTA's in the application
- ◆ Disputed EJTA's
- ◆ Terminating EJTA's
- ◆ Reactivating EJTA's
- ◆ Where to find additional information related to EJTA's

The EJTA Will

- ◆ Document and communicate the employee's essential job functions and physical job demands to the SOMC.
- ◆ Document and communicate to the SOMC potential exposure(s) anticipated in the coming year so that appropriate exposure related medical surveillance programs may be implemented, such as:
 - Hearing Conservation, Asbestos Worker, Lead (Pb) Worker, etc.
- ◆ Document and communicate to the SOMC work activities that require medical qualification programs, such as:
 - Beryllium Worker, Respirator User, etc.
- ◆ Provide information to be used to manage Americans With Disabilities Act (ADA) and Fitness For Duty issues.
- ◆ Provide relevant and necessary information to the SOMC during various medical evaluations, including:
 - New hire evaluations, return to work evaluations, work suitability evaluations, work capacity evaluations, work restriction determinations, and ergonomic evaluations.

The EJTA will NOT

The EJTA is not to be used to:

- ◆ Document unexpected or unplanned exposures or tasks.
- ◆ Document training requirements.
- ◆ Trigger training courses.
- ◆ Document historical exposures.
 - Past exposures are not captured on the EJTA, but may be documented by the employee using the DOE Historic Health Exposure Questionnaire available at the following web site:

http://www.hanford.gov/health/files.cfm/HPMC_CurWorkerPastExpos.pdf

Medical Programs Associated with the EJTA

Qualification

- ◆ Medical exam protocol used to medically qualify individuals to perform specific types of work or work in specific environments. An example is the “respirator user” exam used to pre-qualify personnel to use respiratory protection.

Surveillance

- ◆ Medical exam protocol used to monitor for and identify negative health consequences of occupational exposure to hazardous agents. An example is the “asbestos worker” exam used to identify occupational respiratory disease caused by asbestos exposure.

Both

- ◆ Some protocols serve both qualification and surveillance purposes, and example is the “beryllium worker” exam that serves to both qualify a worker to work in beryllium controlled and regulated areas as well as monitor for beryllium related diseases.

Site Occupational Medical Contractor (SOMC)

- ◆ Schedules employees for medical qualification examinations and medical monitoring based on the data provided through the contractor submitted EJTA.
- ◆ Removes employees from medical program placement when warranted based on EJTA information and other relevant medical information.
- ◆ Reports results of medical qualification examinations and medical monitoring to employees and management.

SOMC Responsibilities continued:

- ◆ Serves as the Hanford Site EJTA System Administrator.
 - The SOMCs EJTA Program Manager provides direct customer service to contractor managers and supervisors, employees, and safety and health professionals on the daily usage of the EJTA Application.
 - The SOMCs EJTA Program Manager is the liaison between the SOMC and prime contractor EJTA Interpretive Authorities (IA) on EJTA related matters, including granting EJTA system access.
- ◆ The Site Occupational Medical Contractor shall not conduct EJTA triggered exams (testing or evaluation encounters) without a current EJTA.
 - Current is defined as not expired – EJTAs are considered expired 365 days after the last sent to medical date.

Roles and Responsibilities

Prime Contractor

Contractors will review and update EJTA's annually regardless if the employee is enrolled in any medical surveillance programs.

Prime Contractor EJTA Interpretative Authority (IA)

The IA:

- ◆ is a safety and health professional and/or industrial hygienist.
- ◆ must possess knowledge about EJTA processing and be able to make decisions for their company regarding EJTA's.
- ◆ acts as the liaison between prime contractor and SOMC
- ◆ acts as the single point of contact for all EJTA related issues

Safety and Health (S&H) professional

- ◆ Participate in the EJTA process.
- ◆ Review and concur with the preparation of EJTAs.
- ◆ Work with the employee and supervisor to ensure a complete and accurate EJTA is developed.
- ◆ Help the employee and the supervisor understand the purpose of the EJTA and the EJTA process.
- ◆ Help the employee and the supervisor understand qualitative exposure estimates.
- ◆ Help the employee and the supervisor resolve any exposure concerns or questions.
- ◆ Notify supervision if there are changes to exposure estimates.
- ◆ Assist in resolution of disputed EJTAs.

Supervisor

- ◆ Participate in the EJTA process.
- ◆ Provide necessary resources to ensure the EJTA process is implemented.
- ◆ Ensure an EJTA is developed initially (for new hire or new to you employees) and ensure EJTA is reviewed/revised at least annually thereafter.
- ◆ Ensure the employee has reviewed the EJTA and appropriate employee input is incorporated into the EJTA.
- ◆ Ensure the EJTA is updated as necessary, reflecting agreed upon changes, is signed by the employee, and submitted to medical.

Supervisor responsibilities continued:

- ◆ The supervisor/manager shall engage the employee in the EJTA process and notify the employee that if he/she wishes to discuss the draft EJTA, the supervisor/manager shall provide the employee the opportunity to discuss the EJTA with an S&H professional before submittal of the EJTA.
 - If the employee does not agree with the draft EJTA, then an appropriate resolution process shall be followed.
- ◆ Ensure and facilitate employee participation in the EJTA process.
- ◆ Participate in resolution of disputed EJTAs.
- ◆ Terminate EJTA when employee leaves the company or goes out on extended leave.

Employee

- ◆ Participate in EJTA Process.
- ◆ May request Safety and Health professional support for questions or concerns pertaining to the EJTA.
- ◆ Work with their supervisor and their Safety and Health professional to ensure a complete and accurate EJTA is developed.
- ◆ May review the EJTA at any time.
- ◆ Has the right to agree or disagree with the content of their EJTA.
- ◆ Assist in resolution of disputed EJTA's.

The EJTA is a Shared Responsibility! HPMC OCCUPATIONAL MEDICAL SERVICES

- ◆ Responsibility to ensure the EJTA is complete and as accurate as possible is shared among the Employee, the Supervisor and the Safety and Health professional.
- ◆ Every person involved in the process has the right to disagree with the EJTA content, including the Employee whose EJTA is being prepared, the Supervisor preparing the EJTA, and the Safety and Health professional reviewing the EJTA.
- ◆ In those instances where there is a disagreement regarding the EJTA content the EJTA process must stop. The EJTA must not be signed or submitted to medical.
- ◆ Proper notifications shall be made to the Health Advocate, S&H representative, Hanford Atomic Metal Trades Council (HAMTC) safety representative (or equivalent union representative), and the employee's management.
- ◆ Immediately thereafter, the Contractor shall initiate the following resolution process with no reprisal or penalty to the employee:
 - The Contractor shall facilitate a meeting with the Company Health Advocate, HAMTC Safety Representative (or equivalent union representative for bargaining unit employees), S&H Professional, and the employee in an attempt to come to an agreement.
 - The EJTA will not be submitted to medical until the worker, the supervisor, and the safety and health professionals are all in agreement.

- ◆ The EJTA is primarily a qualitative tool used by informed personnel (employee, S&H, and supervisor) to estimate work conditions and exposures in the upcoming year.
- ◆ Answer the EJTA questions as accurately and correctly as possible.
- ◆ The effort is a participative, collaboration between the supervisor, the employee and the Safety and Health professional.
- ◆ Maintain a questioning attitude.
- ◆ Consult with your company's EJTA SME/POC/IA if you have any questions regarding the content, meaning, or results.
- ◆ Review the informational resources available on the SOMC website.
 - <http://www.hanford.gov/health/>

When must an EJTA be completed?

- ◆ DOE-RL and DOE-ORP provided EJTA expectations to contractors as contractual guidance:
 - The SOMC shall not conduct an EJTA related exam without current EJTA.
 - An initial EJTA is completed upon hire for each employee.
 - Employees' EJTA must be updated annually and revised when the employees' essential job functions, physical job requirements or the needed medical qualifications are altered because of a job transfer or change in job requirements or hazards occur.
- ◆ Take the time to familiarize yourself with your company's Procedure related to EJTA's. A current list of each [SME/POC/IA](#) is listed at: www.hanford.gov/health . Go to the Occupational Health Services Tab and select EJTA.

Why must an EJTA be completed? HPMC OCCUPATIONAL MEDICAL SERVICES

- ◆ Without a submitted EJTA, the SOMC is unable to provide a scheduled medical exam such as a new hire exam or other types of medical surveillance or qualification exams.
- ◆ Effective August 25, 2014 all EJTA's must be current at the time of the appointment.
- ◆ The EJTA may be listed as “current” or as “aging” in the EJTA software but may not be older than 365 days at the time of a scheduled medical exam.
- ◆ Contractors must update the EJTA prior to the expiration date listed on the appointment notice and do so no later than three days prior to the scheduled appointment or scheduled appointments will be cancelled.
 - Exams not triggered by the EJTA (such as Beryllium Voluntary, Asbestos Historical or other historical exams, Work Conditioning and Health Maintenance exams) will not be cancelled if that is the only reason listed for the appointment.
- ◆ The SOMC must cancel appointments, as mentioned above, to comply with contractual guidance as indicated on the previous slide.

Gaining Access to the EJTA system

- ◆ The EJTA application “software” has Read Only and Read/Write Access.
- ◆ A Single Point of Contact process is used for granting access.
- ◆ Individuals who need access contact their company EJTA SME/POC/IA to request permission for user access.
- ◆ Upon approval, the company EJTA SME/POC/IA will then send an email to the SOMC Program Administrator at [^EJTA - Emp Job Task Analysis](#) and specify the new users name, HID, and requested level of approved access.
- ◆ Prior to becoming an EJTA user, some contractors require prior review of this educational briefing in addition to company-specific user training – check with your EJTA SME/POC/IA for additional details regarding user access.

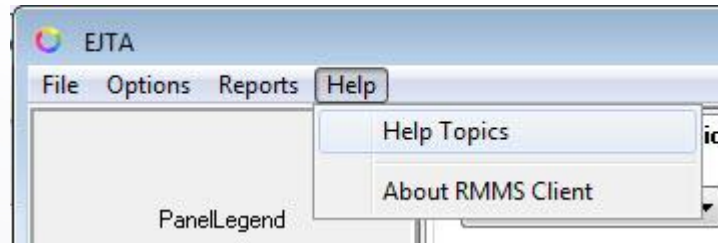
The EJTA Application

This is the icon for the EJTA
program



Note: The user will receive an “invalid user” error message if they attempt to open the EJTA prior to gaining approval for use.

EJTA Help is found in the “EJTA Help” document
available within the EJTA program



The same EJTA Help file is also located on the SOMC web
site at <http://www.hanford.gov/health/page.cfm/EJTA>

The EJTA Questionnaire is organized into sections:

- Employee
- Admin & Job Information
- Signatures/Send to Medical
- EJTA/PEH Results
- Physical Job Demands (PJD): 4 Parts
- Medical Qualifications Examinations (MQE): 2 Parts
- Potential Exposure Hazards (PEH): 3 Parts
- Other Exposure Information (OEI): 1 Part

Status

EJTAs have a “status” as defined in the EJTA software. Users of the software can refer to the Title Bar in the main window to identify the status of the EJTA they are about to work on - Current, Aging, In Progress, Terminated.

Step 2: Select a re

Type	Status
EJTA	Current

Step 2: Select a re

Type	Status
EJTA	Aging

Step 2: Select a re

Type	Status
EJTA	In Progress

Step 2: Select a re

Type	Status
EJTA	Terminated

- ◆ **Current** is between 0 and approximately 11.5 months old .
- ◆ **Aging** is over 11.5 months old and continues to “age” in months no matter how old it becomes.
- ◆ **In Progress** is either a newly created (but not yet sent to medical) EJTA, or previously sent to medical and has been re-opened (placed in progress) for editing.
- ◆ **Terminated** EJTAs occur when an employee separates from your company. This includes short or long term disability or another approved absence.

At this time there is not a status of “**Expired**”. However, DOE directs all contractors to review and revise EJTAs annually and directs the SOMC to ensure EJTA triggered exams are not conducted if the EJTA has expired.

Admin. & Job Information

This is a blank example of the Admin. & Job Information Screen.

Admin. Employer		Prime Contractor	Level 2 Sub	Level 3 Sub
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
Manager Name As Listed By HR		Track Code	Project	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
COCS Job Title		COCS	Occupation	
<input type="text"/>		<input type="text"/>	<input type="text"/>	
Area	Other Area Info	Shift	Other Shift Info	Org Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Essential Functions				
1. <input type="text"/>				
2. <input type="text"/>				
3. <input type="text"/>				
4. <input type="text"/>				
5. <input type="text"/>				
6. <input type="text"/>				
7. <input type="text"/>				
8. <input type="text"/>				
Comments				
<input type="text"/>				
<input type="button" value="Close File"/>		<input type="button" value="Done"/>		<input type="button" value="Reset"/>
				<input type="button" value="Exit"/>

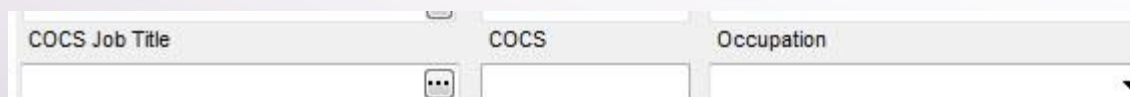
← Each of these sections that are required to be completed will be explained in the following slides.

Admin & Job Information

- ◆ Admin Employer is the employing company for the worker as identified in Hanford PeopleCore (HPC). This field cannot be changed in the EJTA software. If this information is blank or incorrect, Hanford PeopleCore must be updated.

A screenshot of a software interface showing a label "Admin. Employer" above a dropdown menu. The dropdown menu is currently empty, showing only a downward-pointing arrow.

- Contact the EJTA SME for your company if filling out EJTA's for subcontract employees who do not use Hanford PeopleCore.
- ◆ Manager Name as Listed By HR
 - Can be changed using the drop down and searching for managers name.
- ◆ COCS Job Title is pre-populated with codes; once the correct COCS job title is selected, the COCS block will fill automatically.
- ◆ Occupation: Please select the appropriate occupation from the drop-down. If the required occupation isn't listed, contact your company's EJTA SME/POC.

A screenshot of three adjacent input fields in a software interface. The first field is labeled "COCS Job Title" and contains a list of codes with a search icon (magnifying glass) to its right. The second field is labeled "COCS" and is currently empty. The third field is labeled "Occupation" and is a dropdown menu with a downward arrow.

Admin & Job Information Cont.

◆ Track Code, Project, and Org Code:

- EJTA uses the term **Track Code** and Hanford PeopleCore's (HPC) name for the data in that field is **Department Number** (Dept #)
- The Track Code box is editable by EJTA users who have read/write access. They are able to manually type into the field. The field is limited to 8 characters on the EJTA. In HPC the Dept # length can be up to 12 characters
- EJTA uses the term **Org Code** and HPC uses **Cost Code**. The Org Code box is editable by EJTA users who have read/write access
- The Org Code (Cost Code from HPC) auto populates the EJTA's **Project field**. The Project field is locked and not editable by the EJTA user, and it does NOT display on a printed EJTA


Prime Contractor	Level 2 Sub	Level 3 Sub
<input type="text"/>	<input type="text"/>	<input type="text"/>
Track Code	Project	
<input type="text"/>	<input type="text"/>	
COCS	Occupation	
<input type="text"/>	<input type="text"/>	
Shift	Other Shift Info	Org Code
<input type="text"/>	<input type="text"/>	<input type="text"/>

Why the Codes are Important

The Completion Status by MGR and Incomplete EJTAs reports available in the EJTA software leverage the Org Code (Cost Code) and Track Code (Dept #) fields:

- ◆ To keep running reports that have HPCs Dept # on them, users must keep entering that number in the Track Code field
- ◆ To keep running reports with HPCs Cost Code, users must continue entering that in the Org Code field

Read/Write users of the EJTA are advised to:

- ◆ Continue manual entry of HPCs Dept. # in the Track Code Field.
 - ◆ Continue manual entry of HPCs Cost Code in the Org Code Field.
 - ◆ Be aware that the Project field is not editable by the user and auto-populates with the Cost Code for the employee as listed in HPC.
- 

◆ Essential Job Functions Section

- Essential functions are basic job duties that an employee must be able to perform, with or without reasonable accommodation.
- List those functions/job tasks that are essential and necessary for the job to exist.
- Be as succinct as possible.
- It is not necessary to complete all 8 sections.
- Sources of information for essential functions may include: job position descriptions from HR or collective bargaining agreement job descriptions.

◆ Comments Block

- This is a free form text field where users are able to type additional information.
- This section shall **never contain** private information.

- ◆ The Administrative Employer is the name of the company providing the employee's salary and benefits.
- ◆ Admin Employer is the company that is set up as the employer in Hanford PeopleCORE (HPC). The Administrative Employer is selected using a pick list.
- ◆ If the company name does not appear on this pick list, this means the SOMC does not yet have the correct demographic information for the employee and the EJTA must not be submitted.
- ◆ Users with Read/Write access are encouraged to always select the admin employer from the pick list (if more than one exists) that exactly matches their employee.

Physical Job Demands (PJD) Tab

- ◆ The PJD section analyzes the physical activity level and ergonomic stressors associated with each job.
- ◆ Job demands and ergonomic stressors are qualitatively characterized by whether or not and how often the job demand is required and whether or not it is a “Job Requirement”.
- ◆ Information needed to populate this area should be included on written job descriptions or obtained by conducting a Job Analysis.
- ◆ There are no specific qualification or surveillance protocols associated with this section. The information is utilized by site medical when performing various evaluations, such as:
 - New Hire, Return to Work, Work Suitability, Work Capacity, Work Restriction , and Ergonomic.
- ◆ Consult the EJTA Help Document for guidance associated with each activity/ergonomic stressor. The EJTA Help Document is available at: <http://www.hanford.gov/health/page.cfm/EJTA>

Physical Job Demands (cont.)

- ◆ Job requirement activity is a work activity must be performed on a routine basis and could involved a physical or ergonomic stressor that an employee must be able to tolerate to perform this specific task.
 - This should only be selected if there is no reasonable accommodation that could be implemented for that particular work activity.
 - Selecting “Job Requirement” should be carefully considered understanding that it may have Americans with Disabilities Act (ADA) implications. Consult with Human Resources for more information.

Example: If the job involves an equipment operator who must use both hands at the same time (two joysticks) for the majority of each day, select the “Q” for the activity “Uses Both Hands” and “3” for frequency.

Example: If the job involves a clerk with a need to occasionally lift and carry a box of records weighing 30 pounds, but there are reasonable accommodations available (other means to do the job) then select a frequency of “2” for “Lifting >25 ≤55lbs” and leave “Q” blank.

- ◆ Try to consider the What of the job (that is..the “Job Requirement”) not the individual or how an individual does a job.

Medical Qualification Exams Tab

- ◆ The Medical Qualification Exams (MQE) section is used to trigger enrollment into specific, generally regulation required, medical qualification programs.
- ◆ All questions in this section are “Yes/No” selections and a Yes answer triggers enrollment in a medical qualification program.
- ◆ Be mindful that the EJTA questions merely trigger medical program enrollment; the EJTA form must never be used to indicate employees are already medically cleared.

Example: An employee must have a respirator user exam and a current Respirator User medical clearance (in addition to related training and applicable respiratory fit-testing) before they wear respiratory protection. Having the EJTA show that the respirator user program was triggered doesn't indicate qualification to perform the work.

Potential Exposure Hazards

- ◆ The Potential Exposure Hazards (PEH) section is used to assess potential exposure to a number of chemical and physical agents in the coming year.
- ◆ Potential or predicted exposure hazards, including exposure level(s) are designated through choices defined in the legend box:

0: Does Not Work With or Around	1a: Potential, Works Around 1b: <10% of Criteria 1c: 10% of Criteria to <Criteria	2: ≥Criteria for <30 Days/Year 3: >Criteria for ≥30 Days/Year	Qd: Quantitative Data Available Hz: Hazardous Waste Related
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- ◆ The PEH section is intended to be completed by an Industrial Hygienist/Safety and Health Professional.
- ◆ Estimates are generally qualitative, however when there is quantitative data establishing the exposure potential for the individual or exposure group, check the “Qd” box.
- ◆ When the potential exposure is associated with hazardous waste site work, or is associated with operations at a treatment, storage, or disposal facility (TSD), check the “Hz” box.
- ◆ Reminder: the EJTA is not used to document Historical Exposures – those are captured on [DOE Historical Exposure Questionnaire](#)

Other Exposure Information

- ◆ Other Exposure Information (OEI) is the section where potential hazards and/or medical qualification exams not addressed elsewhere within the EJTA application are listed.
- ◆ Some of the questions may not lead to medical or qualification programs, but supply additional information for the Safety and Health professionals and medical providers.
- ◆ All questions in this section are “Yes/No” selections.
- ◆ When completing the EJTA as a manager, or upon review as an employee, please consult with the EJTA Help information tab and your Safety and Health professional if any of these questions should be answered “Yes” for the work being performed.

Example: the Bloodborne pathogens question is for designated responders and for those having the potential for exposure to blood or other potentially infectious material in their normal duties.

Each company must have an EJTA Dispute Resolution process to work through a disputed EJTA.

Disputed EJTAAs **shall not** be sent to medical!

- ◆ When there is a disputed EJTA (meaning any one of the parties do not agree with the content of the EJTA) users are asked to stop data entry within the EJTA application and save the In Progress EJTA. (File/Save)
- ◆ Do not populate any of the Employee Review Options.
- ◆ Proceed to the resolution process as outlined in your company EJTA procedure.

Signatures / Send to Medical

- ◆ The EJTA software requires all three blocks of the “signatures/send to medical” tab to be populated before it will allow users to click the “send to medical” button.
- ◆ Signatures represent concurrence that the EJTA is complete and content is not disputed.
- ◆ Not all contractors support or utilize an electronic signature process for EJTA's. Check your company procedure.
- ◆ Clicking the equal sign next to the signature block(s) allows a user to search for and enter names for the Manager (Supervisor) and Safety and Health professional.

The screenshot displays a software interface with three rows of input fields. Each row has a label on the left, a text input box, an equals sign (=) button, and a date input field. The first row is for 'Manager Has Reviewed And Approved', the second for 'Ind. Hygienist Has Reviewed And Approved', and the third for 'Employee Has Reviewed'. Below these is a section titled 'Employee Review Options' containing three radio button options: 'Employee Not Available To Sign', 'Review Not Required', and 'Employee Refused To Sign'.

Label	Text Input	Action	Date Input
Manager Has Reviewed And Approved	<input type="text"/>	=	<input type="text"/>
Ind. Hygienist Has Reviewed And Approved	<input type="text"/>	=	<input type="text"/>
Employee Has Reviewed	<input type="text"/>	=	<input type="text"/>

Employee Review Options

- ☐ Employee Not Available To Sign
- ☐ Review Not Required
- ☐ Employee Refused To Sign

- The Date field auto-populates with the current date (the date on which the name was entered into the box) and cannot be manually typed.

Signatures / Send to Medical (cont.) **HPMC** OCCUPATIONAL MEDICAL SERVICES

◆ There are four (4) Employee Options –

- Employee Has Reviewed: Indicates the employee reviewed the EJTA and either signed the hard copy EJTA or used company approved electronic signature options.
- Employee Not Available To Sign: Consult with Company EJTA SME/POC/IA.
- Review Not Required: Consult with Company EJTA SME/POC/IA.
- Employee Refused To Sign: Please do NOT use this option. When an employee refuses to sign, it indicates there is a dispute, stop the data entry and go to Dispute Resolution.

Employee Has Reviewed



Employee Has Reviewed

Employee Not Available To Sign 

Employee Review Options

☒ Employee Not Available To Sign

☐ Review Not Required

☐ Employee Refused To Sign

Employee Has Reviewed

Review Not Required 

Employee Review Options

☐ Employee Not Available To Sign

☒ Review Not Required

☐ Employee Refused To Sign

Employee Has Reviewed

Employee Refused To Sign 

Employee Review Options

☐ Employee Not Available To Sign

☐ Review Not Required

☒ Employee Refused To Sign

Signatures /Send to Medical (cont.) HPMC OCCUPATIONAL MEDICAL SERVICES

- ◆ Check your procedure and/or consult with your company EJTA SME/POC/IA for the limited approved cases where “not available to sign” and “review not required” may be used.
- ◆ The Signatures/Send to Medical tab has a date row:
 - **Creation Date:** Date first EJTA was created for this employee; users unable to edit.
 - **Effective Date:** Effective Date is for SOMC use – to let medical know the date the employee will be on-site and available for an exam (in the case of New Hires). OK to enter a future date, do NOT back date.
 - **Date Sent to Medical:** this auto populates after you click the Send To Medical button.
- ◆ Submit the EJTA to Medical by clicking Send to Medical button.
- ◆ Check your company EJTA procedure; a signed hardcopy EJTA may be required before sending to medical. One may also be required to be signed after clicking send to medical.

EJTA/PEH Results Screen

- ◆ After clicking “send to medical” the EJTA/PEH results screen will appear. This screen will display “There are no programs assigned to this employee” or a results screen listing the following:
 - **Program Name:** the triggered medical exam name(s) information listed, for example respirator user, hearing conservation program, beryllium worker, hazardous material handler/waste worker.
 - **Action:** Added, Status Quo, or Removed. Added is a newly assigned program. Status Quo means the employee’s last EJTA also trigged that program, and Removed means questions were answered in such a way that a program previously assigned to the employee is no longer triggered and therefore is removed.
 - **Resp. Co:** Responsible Company is the term used to identify the prime contractor with EJTA questionnaire management privileges who submitted the EJTA.
 - **Effective Date:** Date entered by the user on the Signatures/Send to Medical tab.

Program Name	Action	Resp. Co.	Effective Date
► fissionable material handler	Removed	CHPRC	3/10/2014
hazardous material handler/waste worker	Removed	CHPRC	3/10/2014
hearing conservation program	Removed	CHPRC	3/10/2014
respirator user	Removed	CHPRC	3/10/2014

EJTA/PEH Results (cont.)

- ◆ When a user clicks the send to medical button, triggered medical exams(s) are automatically sent to the SOMC Medical Scheduling department.
- ◆ It's important to note that Medical Scheduling does not see all of the answers in a submitted EJTA; for scheduling purposes, only medical programs information is needed.

Program Name	Action	Resp. Co.	Effective Date
▶ bloodborne pathogen	Added	WRPS	1/28/2014
hazardous material handler/waste worker	Added	WRPS	1/28/2014
hearing conservation program	Status Quo	WRPS	1/28/2014
hearing conservation program	Status Quo	CHPRC	6/25/2014
respirator user	Added	WRPS	1/28/2014
tank farm entry	Status Quo	WRPS	1/28/2014
tank farm hazardous waste worker	Added	WRPS	1/28/2014

- ◆ If an employee is working for more than one Responsible Company and has more than one EJTA, as shown in the graphic above, the EJTA/PEH Results will list the summation of all current program triggers for the employee by contractor.
- ◆ The EJTA/PEH Results screen does NOT indicate that a worker has been medically cleared for those triggered exams or is qualified to perform the associated work.
- ◆ It is important to note that the list of programs shown are only those assigned based on the employees submitted EJTA(s).

EJTA/PEH Results (Cont.)

- ◆ Employees may also be enrolled in historical or voluntary medical programs (outside of the EJTA system) and those programs will NOT show up on the EJTA/PEH Results Screen.
- ◆ Examples of Historical programs are:
 - Asbestos Historical
 - Carcinogen Historical
 - Chromium Hexavalent Historical,
 - Silica Crystalline Historical
- ◆ An Example of a Voluntary Program:
 - Beryllium Voluntary - this program is open to any current Hanford worker whose EJTA does NOT designate him/her as a beryllium worker. To enroll in the Beryllium Voluntary Program, email or call the SOMC Beryllium Case Manager:
 - Email: omc_beryllium@rl.gov Phone: (509) 376-6000

EJTA Review, Revision & Resubmittal

- ◆ EJTAAs must be reviewed at least annually and whenever there is a significant change to the employee's: work location; job duties; medical qualification program enrollment; physical or ergonomic stressors; or chemical/biological exposure potential.
- ◆ The review process is similar to the development, review, and approval process of the employee's initial EJTA.
- ◆ All sections must be reviewed including manager, essential functions, shift, and assigned work area.
- ◆ Consult with your company policy on EJTAAs for specific details related to annual review.

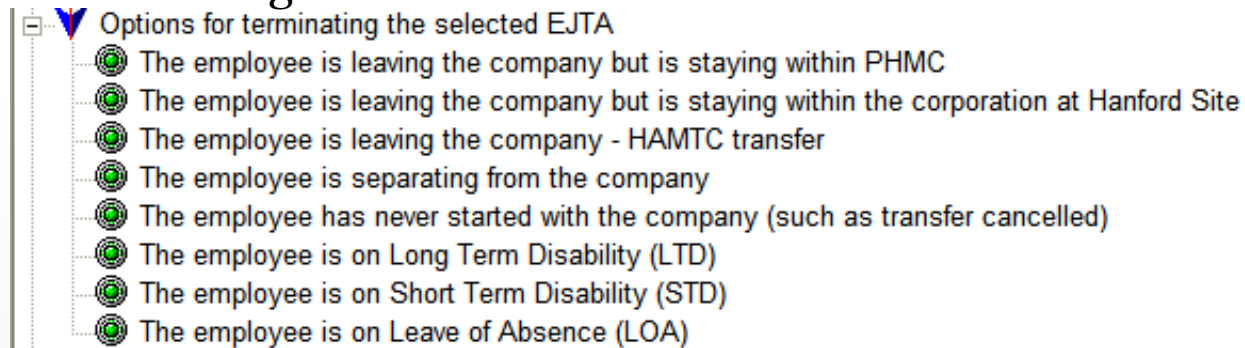
Terminating Responsibility

- ◆ Follow company specific policies or procedures for terminating an EJTA. They are often located in separation, leave of absence or other HR policies.
- ◆ Terminating an EJTA is NOT the same as terminating an employee from an HR and/or legal perspective; it is only the act of inactivating the EJTA.
- ◆ Managers are responsible to ensure EJTAs are terminated.
- ◆ Terminating an EJTA is the ONLY WAY to inform the SOMC that:
 - Your company is no longer responsible for the health and safety of that employee
 - Your company no longer employs that employee
 - The employee is out on short or long term disability and will be unable to make scheduled appointments for upcoming medical exams

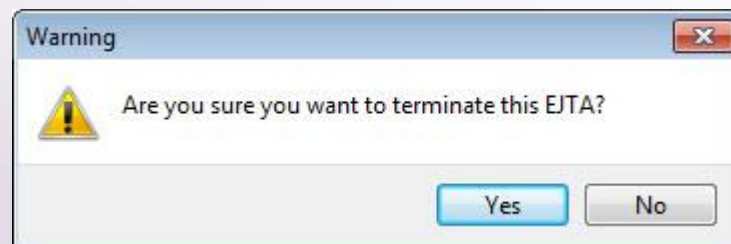
Terminating and Reactivating

- ◆ Terminating an EJTA inactivates it and it can readily be reactivated as necessary.
 - Terminating an EJTA does not actually terminate the employees employment.

- ◆ Options for terminating the selected EJTA are listed for the user



- ◆ All or only some of these may show up on the users screen, depending on the “EJTA responsible company” that they have read/write access to. Review all of the options available and select the most appropriate one for the employee.
- ◆ Once you make your selection, you will be asked:



Terminating an EJTA

- ◆ If “Yes” is selected to terminate an EJTA, the screen below will appear.
- ◆ The the manager’s signature block in the “Signatures/Send to Medical” section is required to be populated prior to submitting a terminated EJTA to the Medical Contractor.
- ◆ “Employee Review” and “Safety and Health professional review” are not required and hardcopy signatures are not required.

The screenshot shows a web form for terminating an EJTA. A red rectangular box highlights the top section, which includes the label "Manager Has Reviewed And Approved", a text input field, a small button with an equals sign (=), and a date input field labeled "Date". Below this, the "Ind. Hygienist Has Reviewed And Approved" section contains a dropdown menu with "Review Not Required" selected, an equals sign button, and a date field. The "Employee Has Reviewed" section has a similar dropdown with "Review Not Required" and a date field containing "8/20/2007". A section titled "Employee Review Options" contains three radio buttons: "Employee Not Available To Sign", "Review Not Required", and "Employee Refused To Sign". At the bottom, there are three date fields: "Creation Date" (9/7/2006), "Effective Date" (a blank template __/__/__), and "Date Sent To Medical" (a blank field). A note at the bottom left states "Effective date format is (mm/dd/yyyy)".

Manager Has Reviewed And Approved

Date

Ind. Hygienist Has Reviewed And Approved

Date

Employee Has Reviewed

Date

Employee Review Options

Creation Date

Effective Date

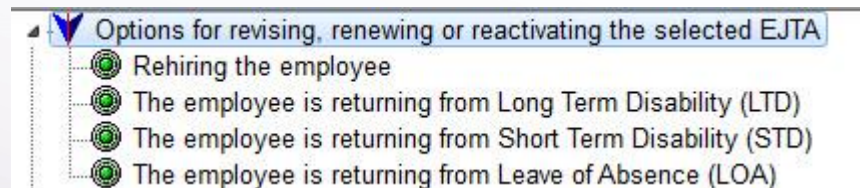
Date Sent To Medical

Effective date format is (mm/dd/yyyy)

Reactivating an EJTA

Reactivating a terminated EJTA (from status “terminated” to status “in progress”) is accomplished quickly and easily by performing the following steps:

- ◆ Review the Options for revising, renewing or reactivating the selected EJTA and select the most appropriate reason.
- ◆ After reactivating the EJTA, users need to follow their company policy for reviewing, revising, and resubmitting an EJTA.



Additional EJTA Information

For more information about the EJTA process, please consult:

- ◆ Your Manager/Supervisor
- ◆ Company Specific Procedures
- ◆ Your assigned Project Safety and Health professional
- ◆ Your designated EJTA SME/POC/IA
- ◆ Site Occupational Medicine Contractor website:
 - www.hanford.gov/health
 - look for the EJTA link under Occupational Health Services

- ◆ Users are encouraged to first review the Help file associated with the EJTA before contacting their company EJTA SME/POC/IA for assistance with questions or problems.
- ◆ For additional assistance, contact the EJTA System Administrator via e-mail at [^EJTA – Emp Job Task Analysis](#) or by phone at 509-373-3144.

Thank you for completing the EJTA Educational Briefing

This presentation was created for the Hanford Site by the Hanford Occupational Health Process Stakeholders Group (HOHP) membership. HOHP membership includes representatives from:

- ◆ Hanford Site prime contractors (ATLII, CHPRC, HPMC OMS, MSA, WCH, & WRPS)
- ◆ Central Washington Building and Construction Trades Council (CWB&CTC)
- ◆ Hanford Atomic Metals Trade Council (HAMTC)
- ◆ DOE's Office of River Protection (DOE-ORP)
- ◆ DOE's Richland Operations Office (DOE-RL)

Comments and questions, please contact the EJTA System Administrator via email at [^EJTA – Emp Job Task Analysis](#) or by phone at 509-373-3144.